

Payables Management in Microsoft Dynamics GP 2015

Course Details

Course Outline

Module 1: Overview and Setup Procedures

This module discusses the necessary setup options to start using Payables Management in Microsoft Dynamics GP. It discusses the general setup windows, and also key record setups including vendors and vendor classes.

Lessons

- Features and Benefits
- Payables Management Setup
- Payables Setup Options
- Vendor Class Maintenance
- Vendor Class Accounts Setup
- Vendor Maintenance
- Vendor Maintenance Options
- Vendor Address Maintenance
- Vendor Account Maintenance
- Beginning Balances
- Vendor History

Lab : Payables Management Setup

Lab : Setting up a New Vendor Class

Lab : Setting up a New Vendor

Module 2: Daily Procedures

This module explains the different types of transactions that can be entered in Payables Management. Transactions discussed include invoices, credit memos, debit memos and scheduled payment invoices.

Lessons

- Batch Entry
- Payables Transaction Entry
- Scheduled Payments Entry
- Post Scheduled Payments

Lab : Enter an Invoice

Lab : Enter and Pay an Invoice

Lab : Enter a Credit Memo

Lab : Payables Scheduled Payments

Module 3: Entering Payments

This module explains how to enter payments made to vendors. It discusses entering manual payments and generating checks to pay vendors.

Lessons

- Payables Manual Payment Entry
- Computer Checks - Select Checks
- Edit Payables Checks
- Edit Payables Check Batches
- Print and Post Checks
- Apply Payables Documents
- Batch Recovery

Lab : Manual Payments, Credit Card

Lab : Manual Payments, Enter a Prepayment

Lab : Select Checks

Lab : Edit Payables Checks; Adding a Payment

Lab : Edit Payables Checks; Removing a Vendor/Voucher

Lab : Printing and Posting Checks

Lab : Applying Payables Documents

Module 4: Intercompany Transactions

This module discusses the capabilities and use of intercompany transactions in Payables Management.

Lessons

- Define Intercompany Relationships
- Enter Intercompany Transactions
- Post Intercompany Transactions in General Ledger
- View Intercompany Transactions in Inquiry

Module 5: Maintaining Records

This module focuses on how to manage vendor relationships and the transaction data that you collect from purchasing transactions. Also included in this module is information about reporting and inquiry on vendors and transactions that are associated with purchasing.

Lessons

- Vendor and Transaction Holds
- Void Open Payables Transactions
- Void Historical Transactions
- Edit Payables Transactions
- Change or Delete Vendor Records
- Remove History
- Reconcile

- Use Inquiries
- Report Options and Printing
- Report Groups

Lab : Transaction Holds

Lab : Void an Open Transaction

Lab : Void a Historical Transaction

Lab : Edit Transaction Information

Lab : Delete a Vendor

Lab : Remove History

Module 6: Period-End Procedures

This module discusses period-end closings and the recommended steps that must be completed at each closing. Many of the steps are optional.

Lessons

- Closing a Period
- Close the Calendar Year
- Close the Fiscal Year

Lab : Close Fiscal Periods

Lab : Year-End Closing